

ADDENDUM

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ADDENDUM NO. 3

Date of Addendum: 11/27/18

PROJECT NAME: New Multi-Use Solid Waste Department Facility

PROJECT NO: L-000078

SUBMITTAL DATE: **December 6, 2018**

FROM: City of Houston, General Services Department
900 Bagby, 2nd Floor
Houston, Texas 77002
Attn: Obioma Nwakanma, Project Manager

TO: Prospective Respondents

This Addendum forms a part of the Request For Qualifications (RFQ) and it will be incorporated into the Contract, as applicable. Insofar as the original RFQ is inconsistent, this Addendum governs.

CHANGE TO RFQ

1. Replace Section 3 – Evaluation Process and Criteria in the Request For Qualifications (RFQ) with the attached document.

END OF ADDENDUM NO. 3

(CRC: ca)

Richard Vella
Assistant Director
Rea Estate, Design, and Construction
General Services Department

11/28/18
DATE



REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL SERVICES

Project Name: New Multi-Use Solid Waste Department Facility
Project Number: L-000078

3 – EVALUATION PROCESS AND CRITERIA

3.1 EVALUATION PROCESS

The Respondents will be evaluated as follows:

Step One: Statement of Qualifications – An evaluation committee will review and evaluate Respondent's SOQ, based on the evaluation criteria set out below. Respondents can receive up to 100 points for the SOQ. A maximum of five firms will be short-listed to participate in Step Two.

Step Two: Interviews/Presentations – Short-listed Respondents will be required to participate in an interview/presentation. The interview/presentation will be evaluated based on evaluation criteria set out below. The Respondent can receive up to 150 points for the interview/presentation.

The apparent successful Respondent will be the Respondent that is most qualified based on the combined SOQ and interview/presentation scores.

3.2 EVALUATION CRITERIA FOR STEP ONE

The SOQs will be evaluated as follows:

0. SOQ completed in accordance with instructions (5 Points Maximum)
1. Respondent's Experience (30 Points Maximum) – reference Section 1.1 of SOQ
2. Proposed Key Personnel's Experience (35 Points Maximum) – reference Sections 2.1 – 2.5 of SOQ
3. Proposed Key Personnel's Office Locations (5 Points Maximum) – reference Section 3.1 of SOQ
4. Proposed Design Team Consultants (25 Points Maximum) – reference Section 4.1 - 4.6 of SOQ

3.3 EVALUATION CRITERIA FOR STEP TWO

While it is not possible to develop conceptual designs for presentation during the interview, it is imagined that the Respondent will research trending innovative concepts within the industry for the design of facilities with similar service types. The Respondent will be evaluated in part for the ability to illustrate form, function and scale as applies to this facility and service type in context. Respondent can provide conceptual design ideas for elements that are specific and appropriate to these service types. Innovative models that are illustrated in how they may be applied to this project will be valued.

Each team will have five minutes prior to the scheduled interview time to set up for presentation (SmartBoard available). Next, the team will have 45 minutes to make a presentation. Following each presentation, the Evaluation Committee will conduct a 20-minute question and answer session.

The presentation shall include the following topics:

1. Introduction
2. Highlight relevant project experience of Proposed Key Personnel and/or Design Team, including work with this Construction Delivery Method
3. Ideas Related to this Project

Following the presentation, the Evaluation Committee Members will ask questions. The Interviews/Presentations will be scored as follows:

1. Overall Presentation (**25** points maximum)
2. Design Team and Proposed Key Personnel dynamics (**50** points maximum)
 - a. Demonstrated successful team synergy
 - b. Demonstrated team creativity
 - c. Experienced with selected Construction delivery method
3. Approach to this project (**75** points maximum)
 - a. Demonstrated knowledge of existing site constraints
 - b. Demonstrated knowledge of industry trends
 - c. Demonstrated knowledge of local context
 - d. Demonstrate relevant innovative concepts